

Sample Email from Onboarding Sponsor

Congratulations and welcome to the (department)!

I want to introduce myself and welcome you to the (center/office). (Supervisor's name) has asked me to be your onboarding sponsor as you transition into your new position. (The onboarding sponsor may choose to include some brief details about her/himself, such as how long s/he has been with the unit and organization, what her/his position/experience is, etc.)

As your onboarding sponsor, my role will be to help you become comfortable in your new position, to answer questions as they arise, and to provide you with ongoing advice and guidance as needed so you can be successful. We will discuss a more detailed overview of how we will accomplish this during your first week.

I look forward to meeting you and helping you make the transition to a successful employee within the (center/office). If you have any questions, please feel free to ask.